

s 300. Initial Registration.

(a) Every charitable corporation, unincorporated association, trustee or other person subject to the registration requirements of that act entitled the "Supervision of Trustees and Fundraisers for Charitable Purposes Act" (Article 7, Chapter 6, Part 2, Division 3, Title 2, of the Government Code commencing with Section 12580, hereafter "Act") shall file with the Attorney General as required by that Act a copy of the articles of incorporation and bylaws, trust agreement, decree of distribution or other instrument governing its operation. Filing of the applicable documents, the form application for initial registration, and a required registration fee of \$25 shall constitute the initial registration.

(b) An application for initial registration shall be submitted to the Registry of Charitable Trusts. The application shall contain the following provisions:

(1) Name of the organization

(2) Mailing address

(3) Federal employer identification number from the Internal Revenue Service

(4) Federal employer identification group exemption number from the Internal Revenue Service

(5) Corporate or organization number from the Secretary of State

(6) Names and addresses of all trustees or directors and officers

(7) Attach a statement fully describing the primary activity of the organization. (A copy of the material submitted with the application from federal or state exemption will normally provide this information.)

(8) If the organization is based outside of California, comment fully on the extent of activities in California and how the California activities relate to total activities. In addition, list all funds, property, and other assets held or expected to be held in California. Indicate whether you are monitored in your home state, and if so, by whom.

(9) If assets (funds, property, etc.) have been received, enter the date first received

(10) Annual accounting period adopted (Fiscal Year or Calendar Year, and if fiscal year, when does it end?)

(11) Attach your founding documents as follows:

(A) Corporations - Furnish a copy of the articles of incorporation and all amendments and current bylaws. If incorporated outside of California, enter the date the corporation qualified through the California Secretary of State's Office to conduct activities in California

(B) Associations - Furnish a copy of the instrument creating the organization (bylaws, constitution and/or articles of association)

(C) Trusts - Furnish a copy of the trust instrument or will and decree of final distribution

(D) Trustees for charitable purposes - Furnish a statement describing your operations and charitable purpose.

(12) Attach a copy of the organization's bylaws

- (13) Has the organization applied for or been granted IRS tax exempt status?
 - (A) Date of application or date of determination letter
 - (B) If granted, under which subdivision of 501(c)?
 - (C) Are contributions to the organization tax-deductible?
 - (D) Attach a copy of the federal exemption determination letter, if available
 - (E) Attach a copy of IRS Form 1023, if available
- (14) Does your organization contract with or otherwise engage the services of any fundraiser, paid solicitor, fundraising counsel, or commercial co-venturer? If yes, provide the name, address, and telephone number of the provider
- (15) Signature
- (16) Title
- (17) Date
- (18) Address
- (19) Organization's telephone number
- (20) E-mail address
- (21) Organization's fax number
- (22) Web site

Note: Authority cited: Sections 12584, 12585, 12586 and 12587, Government Code. Reference: Sections 12581, 12583, 12585, 12586 and 12587, Government Code.